

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1 1	
2. AMENDMENT/MODIFICATION NO. 0003		3. EFFECTIVE DATE 00 APR 20		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE		CONTRACTING OFFICER NAVAL RESEARCH LABORATORY ATTN: CODE WASHINGTON DC 20375-5326			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)  TO ALL OFFERORS				9A. AMENDMENT OF SOLICITATION NO.  N00173-00-R-MA01			
				9B. DATED (SEE ITEM 11)  00 MAR 03			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (If required)

### 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

I return \_\_\_\_\_ copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to answer a question received in regards to this solicitation which is restated below:

**QUESTION:** In regards to the subject solicitation, who supplies the fuel for the vehicles and normal operator maintenance items, such as oil and windshield washer fluid etc?

**ANSWER:** The fuel is provided by the Government for the vehicles listed on the Government Furnished Equipment list, Enclosure (7) of the solicitation at the Bldg. 36 facility. Other fluids, such as oil and washer fluid are also provided by the Government.

Replacement page 12 of Attachment (1); replacement page 3 of Enclosure (3) and replacement page 2 of Enclosure (7) are included with this amendment.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED	

## 5.0 SPECIFIC TASKS

### 5.1. MAIL MANAGEMENT

5.1.1. *General.* The PA shall manage and provide collection and delivery services of uncontrolled and controlled mail and parcels for NRL. Average monthly volume is indicated in Enclosure (8). The PA shall develop a plan for reporting volume as described in 5.5.1.1.

5.1.2. *Equipment Operation and Maintenance.* The PA shall operate and maintain the mailroom equipment .

5.1.2.1. *Vehicle Operation and Maintenance.* The PA shall comply with the Navy Driver's Handbook (NAVFAC MO-403) and NRLINST 11200.1 (as revised). The PA shall notify the NRL Research & Development Services Division (R&DSD), Transportation and Grounds Service (T&GS) (Bldg 36), when vehicle maintenance outside of regularly scheduled maintenance is required or when a breakdown of vehicle occurs, in accordance with NRLINST 11200.1 (as revised). The PA shall deliver the vehicle to the T&GS if possible; or await instructions and/or arrival of repair truck from the T&GS. The government will provide all gas, lubricants, and other equipment fluids. The T&GS will notify the PA when regularly scheduled maintenance is due to be performed. The PA shall deliver the vehicle to the T&GS (Bldg 36) for regularly scheduled maintenance. The PA shall ensure that mail delivery vehicles are kept clean and free of debris. The PA shall lock the vehicles when not in use and must place keys in a locked area in the PA's assigned space.

### 5.2. MAIL PROCESSING

5.2.1. *Incoming Mail.* Mail is delivered by the United States Postal Service (USPS) twice a day and the Fleet Industrial and Supply Center, Norfolk Detachment, Washington, DC, Postal Operations Division (POSTOPNSDIV) once a day, as shown in Enclosure (5). The PA shall transport mail containers and packages (weighing up to 70 pounds) between the mailroom and the NRL mailroom loading dock. The PA shall sort and file mail in appropriate bins. The PA shall deliver incoming mail to addressees no later than the scheduled delivery the next work day. Empty USPS containers will be picked up by USPS at the mailroom loading dock.

5.2.1.1. *Processing Incoming Mail.* Upon receipt of incoming mail, the PA shall separate and prepare for dispatch controlled and uncontrolled mail. The PA shall ensure proper identification and accounting of controlled mail. The PA shall inspect suspicious incoming mail (as described in DOD 4525.8-M (as revised)) for possible letter bombs and report any suspicions thereof to the NRL Security Office immediately.

5.2.1.2. *USPS Express Mail.* USPS express mail may be delivered by USPS any time during working hours. The PA shall ensure that an employee authorized to sign for USPS controlled mail is available in the mailroom throughout the PA's normal working hours for receipt of USPS express mail. The PA shall attempt

<u>Directive</u>	<u>Title</u>	<u>Mandatory (M) or Advisory (A)</u>
NRLINST 5870.2	Research Documentation Requirements	M
NRLINST 6200.1	Smoking at NRL	M
NRLINST 7400.2	Payroll Manual	M
NRLINST 11200.1	Administration, Operation, and Utilization of Transportation Equipment	M
NRLINST 12290.1	Check-In, Check-Out and Intra-Laboratory Reassignment Procedures	M
NRLINST 12290.2	NRL Locator Service and Emergency Notification	M
OPNAVINST 5112.6	Department of the Navy (DON) Postal Instruction	A
OPNAVINST 5218.7	Navy Official Mail Management	M
OPNAVNOTE 5400 (12/15/99)	Standard Navy Distribution List – Part I and II	M
SECNAVINST 5210.8	Department of the Navy Records Management Program	M
SECNAVINST 5210.11	Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	M
SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual	M
SECNAVINST 5213.10	Department of the Navy (DON) Forms Management Program	M
SECNAVINST 5214.2	Department of the Navy (DON) Information Requirements (Reports) Management Program	M
SECNAVINST 5216.5	DON Correspondence Manual	M
SECNAVINST 5510.30	Department of the Navy (DON) Personnel Security Program	M

## GOVERNMENT-FURNISHED EQUIPMENT

	EQ NO	ITEM NAME DESCRIPTION	MFG/MODEL	SERIAL NO./ID NO.	CONDITION*	CONTRACTORS SIG/DATE*	COR'S SIGNATURE/DATE*
31	408196	TAPE DISP	BETTER PACK	91698			
32	408197	TERMINAL	DIGITAL	TA02418342			
33	430303	LABELING MACH	EDGERTON	18219			
34	430304	SPEED CONVEY	EDGERTON	9724			
35	442992	CART	CUSHMAN	644627			
36	445498	COMPUTER	Dell	92396002			
37	448848	FOLDER/INS	A1136AA	14226			
38	94-14205	VAN, PANEL	DODGE 82/B150	2B7FB13E4CK191166			
39	94-33375	VAN, PANEL	CHEVY 87/G20	1GCEG25Z3J7128391			
40	94-62816	VAN, PANEL	DODGE 97/B2500	2B7HB21Y7VK582939			
41	94-62817	VAN, PANEL	DODGE 97/B2500	2B7HB21Y3VK582940			
42	406851	COMPUTER	MAC II	F1126028774			
43	406853	MONITOR	APPLE	PH1238AUA15			
44	448840	COMPUTER	XPS H233	9P935			
45	365465	PRINTER	FUJITSU	83566			
46	412035	PRINTER	NEC	560060556			
47	448846	COMPUTER	XPS H233	9P92R			
48	419139	TIME STAMP	STROMBERG	138638DN			
49	445500	COMPUTER	Dell	92396004			
50	448842	COMPUTER	XPS H233	9P945			
51	442935	PRINTER	EPSON 900N	BNJ0008468			
52	363635	TERMINAL	DIGITAL	KG04947			
53	367604	TELEVISION	RCA	7386000135			
54	419140	MODEM	SUPRA CORP	14E050348			
55	419969	HUB	ASANTE	3.04E+35			
56	422600	ANNEX 3	XYLOGICS	1330964			
57	422601	HARD DRIVE	SEAGATE	M3019348			
58	423807	COMPUTER	APPLE	XB30REC5CC7			
59	423811	MONITOR	APPLE	S42310YD07			
60	427673	TERMINAL	XYLOGICS	00802D00B169			